



**ENERGY IMPROVEMENT CORPORATION (EIC)
Local Development Corporation**

Board Meeting Minutes of July 12, 2012

A meeting of the Board of Directors of EIC was held on Thursday, July 12, 2012, at 425 Cherry Street, Bedford Hills, NY 10507.

The meeting was called to order at 6:22pm by Mr. Thielking who acted as chair of the meeting.

PRESENT:

Andrew Chintz	Kathryn Hoenig	Mark Thielking
Olivia Farr	Mary Beth Kass	Leo Wiegman (Phone)
Mike Gordon (Phone)	Tom Kelly	

Absent:

Neil Alexander	Lee Roberts
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Others Present:

Tom Bregman	Jim Liao (Phone)
Joe DelSindaco	Linda Whitehead

MINUTES:

On a motion by Olivia Farr and seconded by MaryBeth Kass, it was unanimously agreed to approve the June 7, 2012, minutes. All in favor, so be it

RESOLVED that the EIC Board of Directors meeting minutes of 6/7/12 is and approved is accepted by the Board of Directors of which a copy is attached.

EIC MUNICIPAL AGREEMENT

Presented by Mark Thielking. Amendments to bond credit rating requirements. On a motion by Leo Wiegman and seconded by Mike Gordon the EIC Municipal Agreement is approved for use and distribution. All in favor, so be it

RESOLVED that the EIC Municipal Agreement is approved as amended for use and distribution.

MUNICIPAL LOCAL LAW TEMPLATE

Amendment to application criteria was made and the Local Law Template was presented for distribution and use. On a motion by Tom Kelly and seconded by Leo Wiegman the amended Municipal Local Law Template was approved for use. All in favor, so be it

RESOLVED that the amended Municipal Local Law Template is approved for distribution with cover letter requiring any changes to law must receive approval from EIC.

MEMBERSHIP CRITERIA DOCUMENT

Document content discussed and amended. On a motion by Mike Gordon and seconded by Olivia Farr it was unanimously agreed to approve the use of the Membership Criteria Document.

RESOLVED that the amended Membership Criteria document is approved for distribution and use.

PRESENTATIONS

Energy Advisory Committee: Tom Bregman provided information presented at the Leadership Strategy & Development Round-Table in Washington, D.C. in June. Insight/update of financial stability and future of Snugg Home discussed. Mike Gordon, Mark Thielking, Kathryn Hoenig, Joe DeSindaco, and Jim Liao will further investigate Snugg Home financial status and options. Tom provided information on number of and status of upgrades.

Finance Advisory Committee: Mark Thielking provided update on handbook, launch strategy and municipality outreach status.

May Expense and Profit and Loss Statement presented by Tom Bregman and Jim Liao. Kathryn Hoenig requested a spreadsheet showing year-to-date monthly/variance. Jim Liao will coordinate and include this spreadsheet for the next meeting.

CREDIT CARD POLICY

A separate credit card policy is not required but an amendment to the Travel and Other Expense Reimbursement Policy to include corporate credit card use is needed. Corporate credit card is to be used for recurring corporate expenses that cannot be processed using a purchase order. All employee personal business expenses will follow the Travel and Other Expense Reimbursement Policy. On a motion by Tom Kelly and seconded by Kathryn Hoenig and unanimously agreed the credit card usage and modification to the Travel and Other Expense Reimbursement Policy is approved. So be it,

RESOLVED that corporate credit card is approved for use for recurring corporate expenses that cannot be processed using a purchase order. All employee personal business expenses must follow the Travel and Other Expense Reimbursement Policy and the Travel and Other Expense Reimbursement Policy will be modified to reflect this change.

ANTI-HARRASSMENT POLICY

Nothing additional to discuss legal counsel still working on and waiting for input from other sources before finalizing document for adoption.

COPYRIGHT SERVICES

Reaffirming email vote to secure copyright and trademark services of Ohlandt, Greeley, Ruggiero & Perle, L.L.P. On a motion by Mike Gordon and seconded by Kathryn Hoenig and unanimously agreed to approve the use of copyright services. So be it,

RESOLVED that approval to secure the copyright and trademark services of Ohlandt, Greeley, Ruggiero & Perle, L.L.P. is granted. The cost to TM Energize and logo and to copyright and register materials will be capped at \$2000.

COPYRIGHT ASSIGNMENT AGREEMENT

All Board members and officers are required to sign and submit form to Board secretary, Kim Kowalski.

EXECUTIVE SESSION

On a motion by Kathryn Hoenig and seconded by Andrew Chintz and all in favor, it was agreed to go into Executive Session to discuss personnel issues. So be it,

RESOLVED that the Board moved to Executive Session to discuss personnel issues at 9:15pm.

On a motion by MaryBeth Kass and seconded by Kathryn Hoenig at 9:25pm the Board returned to public session.

There being no other business before the board, on a motion by Kathryn Hoenig and seconded by Andrew Chintz the meeting was adjourned at 9:26pm.

The next meeting of the EIC Board of Directors and EIC Annual Meeting will be held on August 2, 2012, at 6:15pm at the Town of Bedford's Offices at 425 Cherry Street.